

## Brigstock Neighbourhood Plan

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<b>Meeting Number</b>	20
<b>Date Of Meeting:</b>	3 <sup>rd</sup> November 2015
<b>Location:</b>	Brigstock Village Hall
<b>Purpose Of Meeting:</b>	Committee meeting
<b>Minutes Prepared By:</b>	Nigel Searle
<b>Date &amp; Location Of Next Meetings:</b>	12 <sup>th</sup> November 2015 Brigstock Village Hall Stakeholders Meeting
<b>Attendees:</b>	C Allen (Chair), S Wilks, M D Smith, M. Smith, N Searle, N Schofield, L. Spencer, J Mumford, S Brown  C Wilkinson J Leech
<b>To be notified</b>	Mike Burton– ENC Planning. Colin Wilkinson - Consultant
<b>Copies to:</b>	Committee members, Parish Councillors plus Website and those expressing an interest

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### Stakeholders Meeting 12<sup>th</sup> November 2015

Item No	Subject
20.01	<b><u>Public Forum</u></b> 1 member present
20.02	<b><u>Apologies</u></b> S Porter sent his apologies N Searle sent his apologies for the 12 <sup>th</sup> November meeting
20.03	<b><u>Declaration of interests</u></b> No prejudicial or pecuniary interests declared for this meeting. JM stated that some of the attendees at the stakeholder meeting were his customers. LS stated her brother was to represent the Spencer family interests at the stakeholder meeting.
20.04	<b><u>Minutes of previous meeting (19)</u></b> These were approved and signed as a true record of the meeting.
20.05	<b><u>Review outstanding actions</u></b>
20.05i	See action diary appendix
20.05ii	LS requested that if there were any additional invites to the stakeholder meeting to give her details

## Brigstock Neighbourhood Plan

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<p><b>20.06</b> 20.06i</p>	<p><b><u>Agree new actions and priorities</u></b> <u>Finalise detail for stakeholder meeting</u></p> <ul style="list-style-type: none"><li>• Drafts of presentations circulated and amended in line with responses received</li><li>• Analysis from initial questionnaire to be incorporated as required by presenters and facilitators.</li><li>• Stakeholders to be informed what is required from the meeting</li><li>• There had only been 21 responses to the invitation 17 acceptances and 4 cannot attend. There were some additional attendees suggested, Lucy Spencer to be kept informed of any additional attendees. <b>ACTION</b></li></ul> <p>The order of the meeting is~</p> <ul style="list-style-type: none"><li>• NHP committee arrive at 5:30pm</li><li>• Delegates arrive and signed in with name badge (<b>JM to provide</b>) around 6pm tea coffee and biscuit will be available (SW &amp; MS)</li><li>• Introductory presentations 6 to 6:30pm</li><li>• Break into groups around 6:30 to do SWOT analysis/discussion. The purpose is to gather information not to influence the discussion.</li><li>• Around 7ish regroup and the scribes/facilitators to present back. Finish around 7:30.</li></ul> <p>MDS to supply PowerPoint slides which could be used by presenters/facilitators if required</p>
<p>20.06ii</p>	<p><u>Questionnaire</u></p> <ul style="list-style-type: none"><li>• Target date for questionnaire to be at printers by 17<sup>th</sup> December</li><li>• Printed documents (<b>in monochrome</b>) to be delivered by 15<sup>th</sup> January 2016</li><li>• Distribution of the questionnaire to be completed by 21<sup>st</sup> January</li></ul> <p>Strict version control is required in the preparation of the document. It was suggested that two people should be nominated as the sign off authority to avoid unnecessary delays.</p> <p>Colin Wilkinson to produce draft questionnaire from the information currently available. Draft to be circulated by the 20<sup>th</sup> for discussion at the meeting on the 24<sup>th</sup> <b>ACTION</b></p> <p>One copy of the questionnaire to be delivered to each household. Additional copies would be available if additional household members wished to complete one. The questionnaire would be available also on line.</p> <p>Completed hard copy would be allocated to committee members to input. The parish council data protection rules must apply.</p> <p>MS to write an article for the village newsletter informing the village residents about and to expect the questionnaire. <b>ACTION.</b></p>

## Brigstock Neighbourhood Plan

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20.06iii	<p><u>Housing needs survey</u> Rockingham Housing Association in conjunction with the Parish Council are undertaking a housing needs survey to establish the current housing need. It is anticipated that this will be completed before Christmas.</p> <p>To save postage the parish council have agreed to deliver the survey forms.</p>
<b>20.07</b>	<b><u>Gladmans</u></b>
	<p>The meeting was informed that the appeal will result in a public enquiry which will be held at the ENC offices date to be confirmed.</p>
<b>20.08</b>	<b>Correspondence</b>
	<p>No relevant correspondence received</p>
<b>20.09</b>	<b>AOB</b>
	<p>SW informed the meeting that on the 4<sup>th</sup> November she had arranged a meeting with NCC estates and the country park to discuss the pocket park. The parish council hold the lease which expires October 2033.</p>
<b>20.10</b>	<b>Date of next meeting</b>
	<p>12<sup>th</sup> November in the village hall meeting room @ 6:00 24<sup>th</sup> November in the village hall meeting room @ 7:30 8<sup>th</sup> December in the village hall meeting room @ 7:30 15<sup>th</sup> December in the village hall meeting room @ 7:30</p>

## Brigstock Neighbourhood Plan

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### Time Line

September	October	November	December	January	February
Launch Meeting		Stakeholders meeting			
		Housing Survey forms issued	Housing Survey Completed		
			Options Document <b>CW</b>		
		Draft Questionnaire <b>CW</b>	Finalised questionnaire	Questionnaire printed and circulated round village	

## Brigstock Neighbourhood Plan

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### ACCOUNTS ANALYSIS

Approved grant budget

**August 2015 to February 2016**

Item	Budget	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Consultant -Surveys	£840		£325:00					
Consultant –Launch event advice	£390		£490:80					
Consultant –Questionnaire & Analysis	£1,690							
Printing Costs – Questionnaire	£208							
Publicity Costs - Poster Printing	£10							
Publicity Costs - Street signage	£180							
Unbudgeted	£000	£97.94	£31.50	£14:46				
<b>Total</b>	<b>£3,323</b>	<b>£97.94</b>	<b>£847.30</b>	<b>£14:46</b>				
<b>Available Funds Balance</b>	<b>£3,323</b>	<b>£3,225:06</b>	<b>£2,377.76</b>					
<b>VAT this is re-claimable</b>			<b>£163:16</b>					

Month	Reference	Cost ex VAT	Supplier	Item
Aug	101143	£24:41	ENC	Map printing
Aug	101149	£73.53	ENC	Map printing
Sept	101160	£31.50	N Searle	Postage
Sept	101167	£815:80	Planit-X	Consultancy
Oct	101170	£14.49	L Spencer	Paper/Postage

## Brigstock Neighbourhood Plan

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Ref	Completed Actions		Resp	Due by
19.06aii	NJS to provide LS with contact details for District Councillor, County Councillor, Spire Homes, Rural Housing Association, Rockingham Forest Housing Association and the Camp Site developer. <b>ACTION</b>		NJS	ASAP
19.06aiiii	List of invites to be added to website. LS to supply NJS with final list <b>ACTION</b>		NJS	03/11/2015
19.06cii	CW to put together some thoughts on the questions and topics and draft an outline of the questions <b>ACTION</b>		CW	03/11/2015
19.06ciii	NPS to update the project plan <b>ACTION</b>		NPS	03/11/2015
19.07ii	NJS to get update on appeal from our DC <b>ACTION</b>		NJS	03/11/2015
19.09ii	SW to invite councillors to stakeholder meeting. <b>ACTION</b>		SW	03/11/2015
15.06viii	Separate stake holder meeting to be arranged <b>ACTION</b>	<b>Sept</b> Provisionally booked for the 13 <sup>th</sup> October this may require a revision. <b>Now confirmed 12<sup>th</sup> November</b>	T.B.A	
18.06bii	There should be prepared questions to stimulate the workshop groups. <b>ACTION CA</b>	<b>Oct in</b> preparation	CA	13/10/2015
19.06bvii	Groups have introduction and undertake a SWAT analysis. NPS to do a skeleton of a SWOT as information should anyone be unfamiliar with the concept <b>ACTION</b>		NPS	03/11/2015

Ref	Outstanding Actions		Resp	Due by
5.06iii	Try to collect as many e-mail addresses from residents so we can start communicating via Brigstock News. Offer a prize. <b>ACTION CA</b>	Very slow start Progressing	CA	31-03-2015

## Brigstock Neighbourhood Plan

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Ref	New Actions	Resp	Due by
20.06i	There had only been 21 responses to the invitation 17 acceptances and 4 cannot attend. There were some additional attendees suggested, Lucy Spencer to be kept informed of any additional attendees.	All	12/11/2015
20.06i	Name badge	JM	12/11/2015
20.06ii	Colin Wilkinson to produce draft questionnaire from the information currently available. Draft to be circulated by the 20 <sup>th</sup> for discussion at the meeting on the 24 <sup>th</sup> <b>ACTION</b>	CW	12/11/2015
20.06ii	MS to write an article for the village newsletter informing the village residents about and to expect the questionnaire. <b>ACTION.</b>	MS	20/11/20015

## Brigstock Neighbourhood Plan

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To avoid reinventing the wheel the table below lists decisions agree.

Meeting Note Reference	Decision
1.05	Finance:- As this is to be a subcommittee of the parish council the parish clerk will manage the budget and payment of accounts
1.06i	12 month time scale would be desirable. <span style="color: red;">It would now appear that this is over optimistic and 18 months + time frame would be more realistic.</span>
1.11	E-mail addresses to be held centrally with limited authorised access.
2.08	Work plan timescales Project time frame:- <span style="color: red;">The initial launch date has now been revised and will be announced at a later date. Launch at public meeting confirmed for 12<sup>th</sup> July</span> <b>See Reference 13.04</b>
5.06i	Name for group. To be formally known as the <b>"Brigstock Neighbourhood planning group"</b>
13.04	Review Planned Launch Date it was decided to move the date to the Sunday after the beer festival. Sunday 20 <sup>th</sup> September.
13.05	Selection of consultant to support the NP project Using the agreed selection criteria consultant "1" on the matrix was selected.
13.07iii	It was agreed that the flyer circulated to all houses would also include the questionnaire
15.06viii	Separate stakeholder meeting to be arranged. Provisionally booked for the 13 <sup>th</sup> October <span style="color: red;">Rearranged for 11<sup>th</sup> November. Now confirmed 12<sup>th</sup> November</span>
19.06ci	Aim to have questionnaire available for sign off on the 20 <sup>th</sup> January 2016. <b>Target date to receive from printers is now the 15<sup>th</sup> January 2016</b>